

Asma Al Mubarak
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EXPERIENCE:

Gulf Business Solutions November 2022 (Present)
Administrative Assistant & Marketing Specialist

Mohammed Al Homaidan Law Firm 2021 – 2022

Legal Assistant & Data auditor

- Prepare court scheduling and reports
- Account bookkeeping and balancing
- Account management – compensation review, wire transfers.

Najm Insurance Services 2018 - 2020

Legal Department

Jan-April 2020

- Trainee at the legal department
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Summer Training Program 2018 - 2019

- Customer Service Representative

Part Time Roles:

- Event planning and coordination at both KSU and PNU.
- Coordinated with sponsors for events held at KSU and PNU
- Participated in Sales and Promotion at *Sudfah* event at the Ritz Carlton Hotel.
- Member of the moderators at the *Dialogue Academy for Training*

EDUCATION:

King Saud University, Community Collage Riyadh, KSA
Diploma in Law May 2020
GPA: 4.6/5.0

Princess Nourah University, Community Collage Riyadh, KSA
Diploma in Administrative Sciences, Marketing June 2017
GPA: 4.3/5.0

Certificates:

- Legal Consultant.
- Digital Marketing.

Skills:

- MS Office.
- Report Writing and presentation.
- Confident and Team worker.
- High work ethics.

Language:

- Arabic – Proficient.
- English – Intermediate-Advanced.